

JOB OPPORTUNITY BULLETIN



CLASSIFICATION: Associate Governmental Program Analyst

Will consider Staff Services Analyst

POSITION NUMBER: 811-111-5393-701

LOCATION: Sacramento

BULLETIN RELEASE DATE: July 31, 2000

FINAL FILING DATE: Until Filled

MONTHLY SALARY: \$3764-\$4576

DUTIES/RESPONSIBILITIES: Researches, analyzes and writes legislative bill analyses and related documents such as enrolled bill reports, letters to members of the Legislature, and various informational packages as requested. Assists in liaison work with legislative staff in the state Capitol. Prepares testimony for presentation before the Legislature. Researches, writes and designs pamphlets, brochures, fact sheets and other informational literature on OEHHA and its programs. Oversees production and distribution of informational materials. Coordinates placement of informational literature on OEHHA's Web site. Collects, analyzes and summarizes critical data submittals from the section chiefs, in order to compile and/or prepare various daily, weekly and periodic reports directed to internal staff, Cal/EPA, the Legislature and/or the Governor. Such reports include, but may not be limited to, the Week Ahead, the 60-Day Forecast and the Accomplishments and Priorities Report. Responds to inquiries for information and/or interviews from radio, TV, and print media, and the general public. Analyzes the inquiries and determines the appropriate response. Upon request, provides documents and arranges interviews with appropriate staff. Drafts press releases, opinion pieces and media-support materials. Represents OEHHA at public events such as Ombudsman forums, State Scientist Day at the Capitol, and meetings of the Scientific Advisory Board. Assists with the planning and implementation of meetings and public events involving OEHHA. As needed on behalf of the Deputy Director, External and Legislative Affairs, attends legislative hearings, public workshops, meetings and media functions representing OEHHA. Performs other duties as assigned.

DESIRABLE EXPERIENCE/QUALIFICATIONS: Strong writing skills are essential. The successful candidate should feel comfortable about scientific topics and have the discretion and tact needed to represent the agency in meetings with representatives of the Legislature, the news media and members of the public. Knowledge of layout, graphics and related software is desirable, but not required.

WHO SHOULD APPLY: State employees currently employed in the above classification, persons with current list, transfer or reinstatement eligibility, and state employees currently identified as surplus or on the SROA list.

SUBMIT APPLICATIONS: Office of Environmental Health Hazard Assessment
Director's Office
301 Capitol Mall, Room 205
Sacramento, CA 95814-4308

CONTACT PERSON: Shirley Williams

TELEPHONE NUMBER (916) 445-6903

ALL APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED CANDIDATES WILL BE INTERVIEWED.

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